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INTEROFFICE MEMORANDUM

DATE: July 2, 1996 MAL MP-SMM-052
TO: T. G. Bourgeois, Construction Management, T891C, X8082, D4270
FROM: *H. N. Finkelman* H. N. Finkelman, Project Management, T130F, X5491, D0381
SUBJECT: "J" MODULE RECOVERY PLAN - HNF-071-96

Action: Complete actions defined below.

PURPOSE

The purpose of this memo is to establish a recovery program for the impacts on the 707 "J" Module by the efforts to achieve the "A" Module, A 80 glove-box removal effort.

DISCUSSION

The recent effort to complete the A 80 glove-box removal on schedule has had several adverse impacts on the "J" Module effort. I am requesting your help in implementing the steps defined below.

a) All D&D workers are to be immediately instructed that "J" or any other on-going project(s) is not a tool crib for their unlimited use. Other tool sources are to be fully explored before requesting to borrow any tools, and borrowed tools are to be returned in a timely manner.

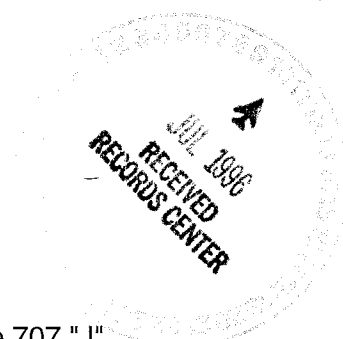
This practice will become critical for all modules as activity increases. Uncontrolled "borrowing" will impact progress on all projects.

b) Establish, as soon as possible, separate controlled areas in Building 551 for staging/pre-kiting various modules equipment/supplies.

c) By July 9, assist the "J" Module team in determining that all received items on the "J" combined Bill of Materials are staged or on order. Items on order are to be identified for tracking purposes. Items that were unpacked are to be repacked, being especially careful with the unpacked glove-bags, and properly stored.

I am concerned that the items inferred above, and the frequent, unscheduled reassignment of personnel, have established precedents that will be difficult to reverse without timely and aggressive action on our parts. We have lost almost two weeks on the J Module effort, assuming there are no material impacts, and none of our projects can afford that kind of schedule delay.

Tom, I understand what happened. Now, I need your and Dave's help to recover and ensure it doesn't happen again.



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RESPONSE REQUIREMENTS

Please let me know when Items A and B above are to be completed, and how we will implement Item C.

HNF:dlu

cc:		
Paul	Bengel	RMRS - T130F
Dave	Chojnacki	RMRS - T891C
Vern	Guthrie	RMRS - T130F

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